



UNITED STATES MARINE CORPS
FORCE HEADQUARTERS GROUP
2000 OPELOUSAS AVENUE
NEW ORLEANS, LA 70114-1500

GruO 1050.2A
G-1

FEB 20 2016

GROUP ORDER 1050.2A

From: Commanding General, Force Headquarters Group
To: Distribution List

Subj: REGULATIONS FOR LEAVE, LIBERTY AND ADMINISTRATIVE ABSENCE

Ref: (a) U.S. Navy Regulations, 1973
(b) MCO 1050.3J
(c) MCO 1130.62B
(d) ForO 1050.2B
(e) Maradmin 421/15

Encl: (1) Appointment Letter as Leave and Special Liberty Approver
(2) Liberty Limits Map

1. Situation. To promulgate leave and liberty regulations for Force Headquarters Group, Marine Forces Reserve (MARFORRES).

2. Cancellation. GruO 1050.2

3. Mission. Reference (a) through (e) sets forth policies and instructions governing leave, liberty and administrative absence. Regulations contained herein are consistent with such directives and amplify those policies as they pertain to Force Headquarters Group (FHG), MARFORRES.

4. Execution

a. Vacations and short periods of rest from duty provide benefits to the health and welfare of our Marines which is necessary for the maintenance of maximum effectiveness. Accordingly, all personnel will be afforded the opportunity and encouraged to take annual leave, as accrued, to the extent consistent with military requirements.

b. All Marines are personally responsible for keeping themselves informed of their correct leave balance and ensuring that their requests for leave are within the amount to which they are entitled.

c. All personnel departing on and returning from leave will complete the proper check-out and check-in procedures utilizing Marine On-Line.

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d. Unit commanders will publish leave and liberty regulations containing pertinent policies and guidelines established herein including material that is specific to their respective area such as liberty limits and off-limits liberty establishments.

5. Administration and Logistics

a. Leave. All leave and liberty regulations set forth in the references apply. Specific guidance for FHG and its subordinate units can be found below.

(1) Unit commanders are authorized to grant leave to assigned personnel as set forth in paragraph 1003 of reference (b), subject to procedures as set forth in this Order.

(2) Commanding Officers/Inspector-Instructors, 1st, 2d, 3d and 4th Civil Affairs Groups, 3d, 4th and 6th Air Naval Gunfire Liaison Companies, 4th Law Enforcement Battalion, 6th Communications Battalion, Intelligence Support Battalion and the Deployment Processing Commands/Reserve Support Units and the Director of Marine Corps Individual Reserve Support Activity will submit their leave authorization requests to the Chief of Staff, FHG for approval via Marine On-Line.

(3) Staff non-commissioned officers and officers are permitted to check themselves on and off of leave.

(4) FHG AC/Ss and section heads are authorized approval authority of personnel under their purview, however the principal staff member themselves will submit their leave requests to the Chief of Staff, FHG for approval.

(5) The Chief of Staff will submit leave requests directly to the Commanding General, FHG for approval.

(6) All leave requests that do not have the correct check-in and check-out times shall be returned for correction by the respected G-1 or S-1. The following correct times are as follows:

(a) Check-Out Times on weekdays: 1630 and/or 1201

(b) Check-In Times on weekdays: 0730 and/or 1200

(c) Check-Out Times on weekends: 0800 and/or 1630

(d) Check-In Times on weekends: 0800 and/or 1200

(7) The check-out time of 1201/check-in time of 1200 only applies to Marines departing on and returning from authorized leave and liberty outside the local area using a PRIVATELY OWNED VEHICLE (POV). Marines staying within the local area or those traveling by

air outside the local area will utilize the check-out time of 1630 (weekdays)/0800 (weekends) and check-in time of 0730 (weekdays)/0800 (weekends).

b. Foreign Travel. Commanding Officers/Inspector-Instructors, 1st, 2d, 3d and 4th Civil Affairs Groups, 3d, 4th and 6th Air Naval Gunfire Liaison Companies, 4th Law Enforcement Battalion, 6th Communications Battalion, Intelligence Support Battalion and the Deployment Processing Commands/Reserve Support Units and the Director of Marine Corps Individual Reserve Support Activity may approve foreign travel. In accordance with the reference, personnel authorized OCONUS foreign travel must be provided the requisite Level I briefing and annotation of such be appropriately recorded on the unit diary. Each Marine will be provided a terrorist threat brief concerning both the threat posed to their safety and the appropriate precautions that should be taken to minimize their vulnerability prior to their departure. Information may be obtained from the following sources: the most recent travel security advisory; local G-2; local Naval Criminal Investigative Service resident agency; Department of Defense Foreign Area Clearance Guide (distributed on a limited basis in USMC). The approving authority must ensure that the individual Marine meets all prerequisites for foreign travel, i.e. passport, visa, letter of invitation.

c. Terminal Leave

(1) All requests for terminal leave from Active Component and Active Reserve Component Colonels retiring from FHG will be approved by the Chief of Staff, FHG.

(2) Submit requests via AC/S G-1. Requests will be submitted no later than six months before the planned retirement date. Earlier requests are encouraged. Terminal leave requests, including requests for permissive temporary additional duty (PTAD) will be completed via Marine On-Line.

d. Maternity and Convalescent Leave

(1) Upon giving birth and being released from a medical facility a Marine is immediately granted 42 days of convalescent leave. The additional 84 days of convalescent leave is known as additional maternity leave (AML). The AML does not have to be taken consecutively, but must be used within 365 days of the child's birth.

(2) Commanding Officers shall grant the entire 126 days of leave when requested as a single block immediately following the Marine's release from the medical facility. When not requested as a single block, Commanding Officers will make every effort to accommodate a Marine's request on timing of AML in multiple blocks.

(3) AML may not be taken on Monday thru Friday, liberty on Saturday and Sunday, and then resume AML Monday thru Friday. Weekends and liberty periods are counted against AML.

e. Liberty

(1) Liberty may be granted from the end of normal working hours to the next normal working day. This period includes normal overnight liberty, normal weekend liberty, and weekend liberty which are extended by a holiday falling on a Friday or Monday.

(2) Special Liberty will be authorized by the cognizant Commanding Officer/Inspector-Instructor for personnel under their supervision. Special Liberty for FHG staff will be authorized by the cognizant Assistant Chief of Staff for personnel under their supervision.

(3) Special Liberty may be granted for specified periods which include normal working hours, subject to limitations set forth in paragraph 3002 of reference (b). Permission may also be granted to exceed the travel limits prescribed in paragraph 5d(5) of this Order.

(4) Officers and SNCOs shall not be required to carry written evidence of special liberty or permission to exceed normal liberty limits, however, Sergeants and below will be issued a Liberty Request/Out of Bounds form (NAVMC 10471) on such occasions.

(5) Per reference (d), the following travel limits have been established for liberty by MARFORRES units located in the New Orleans Metropolitan area. Liberty limits for FHG units located throughout the Continental United States will be as prescribed by the senior FHG organizational commander at that location but shall not exceed the below unless specifically authorized by the senior FHG commander on a case by case basis.

(a) Overnight Liberty - 100 miles

(b) Weekend 48 Hour Liberty - 200 miles

(c) 72 Hour Liberty - 300 miles

(d) 96 Hour Liberty - 400 miles

e. PTAD. It must be clearly understood by all Marines that PTAD is a privilege and not a right. For easy clarification purposes, PTAD authorization is at the sole discretion of the commander; who is by no means obligated to authorize PTAD under any circumstances.

(1) For specific guidance on when PTAD may be authorized review Chapter 5 of reference (b).

(2) In the event that PTAD requests do not fall into one of the categories outlined in reference (b), the absence shall be handled under normal leave or liberty procedures.

(3) Although specific PTAD duration guidance is outlined in the references for each respective PTAD situation, under no circumstances will a commander authorize PTAD in excess of 30 days.

c. Authority Over Military Personnel. The following additional information will be brought to the attention of all personnel:

(1) Military Police, Shore Patrols, Air Patrols, Officers, Petty Officers and Non-Commissioned Officers of the Armed Forces are authorized to apprehend anyone who is guilty of committing any breach of peace, disorderly conduct or any other offense which reflects discredit upon the uniformed services. Personnel on leave or liberty are subject to this authority.

(2) Petty Officers, Non-Commissioned Officers, and enlisted members performing guard or police duties should apprehend a Commissioned Officer or a Warrant Officer offender only pursuant to specific orders of a Commissioned Officer, except when this action is necessary to prevent disgrace to service; the commission of a serious offense; or escape of one who has committed a serious offense. In all cases involving the apprehension of Commissioned Officers and Warrant Officers by Petty Officers, Non-Commissioned Officers, and enlisted members performing guard or police duties, the individual affecting the apprehension will, immediately thereafter, notify the officer to whom he/she is responsible or an officer of the Air Force Security Police, Military Police, or Shore Patrol.

(3) Those exercising the above authority are informed to do so with judgment and tact. Apprehension should not be resorted to where corrective measures will suffice.

d. Instructions Concerning Emergency Medical Treatment

(1) If a Marine should have a medical or dental emergency away from the assigned duty station, aid will be requested from the nearest Uniformed Services activity or other federal medical or dental facility.

(2) If the foregoing is not feasible, in a bona fide emergency situation, a Marine may obtain treatment from any source at government expense.

(3) If a Marine on leave or liberty is hospitalized, the Marine's Commanding Officer or the nearest Marine authority should be notified and instructions requested. If permitted to revert to a leave status upon release from hospital, the Marine should notify his Commanding Officer on the date of release. In any event, the leave

authorization will be endorsed or annotated to show (over the doctors signature), the place hospitalized, the date of release and diagnosis.

(4) Regardless if hospitalization is required, any time emergency medical or dental treatment is obtained from civilian sources, the Marine is responsible for obtaining a bill for care received. The bill will be received in quadruplicate, itemized to show the dates on or between which services were rendered or supplies furnished, and the nature of charges for each item.

6. Command and Signal.

a. Command. This order is applicable to the Command Element, FHG and subordinate units.

b. Signal. This order is effective the date signed.



H. G. PRATT

DISTRIBUTION: A



UNITED STATES MARINE CORPS

FORCE HEADQUARTERS GROUP
2000. OPELOUSAS AVENUE
NEW ORLEANS, LA 70114-1500

1050
ADJ
DATE

From: Commanding General
To: Rank FName MI. LName EDIPI: XXXXXXXXXX/MOS USMC
Subj: APPOINTMENT AS LEAVE AND SPECIAL LIBERTY APPROVING AUTHORITY
Ref: (a) MCO 1050.3J
(b) ForO 1050.2B
(c) GruO 1050.2A

1. Per the references, you have been delegated as leave and special liberty approving authority for **YOUR SECTION**, Force Headquarters Group, New Orleans, LA.
2. You will be governed in the performance of your duties per the references. Accordingly, you are directed to familiarize yourself with the references.

K. D. SIMON
Acting

FIRST ENDORSEMENT

From: Rank FName MI. LName EDIPI: XXXXXXXXXX/MOS USMC
To: Commanding General

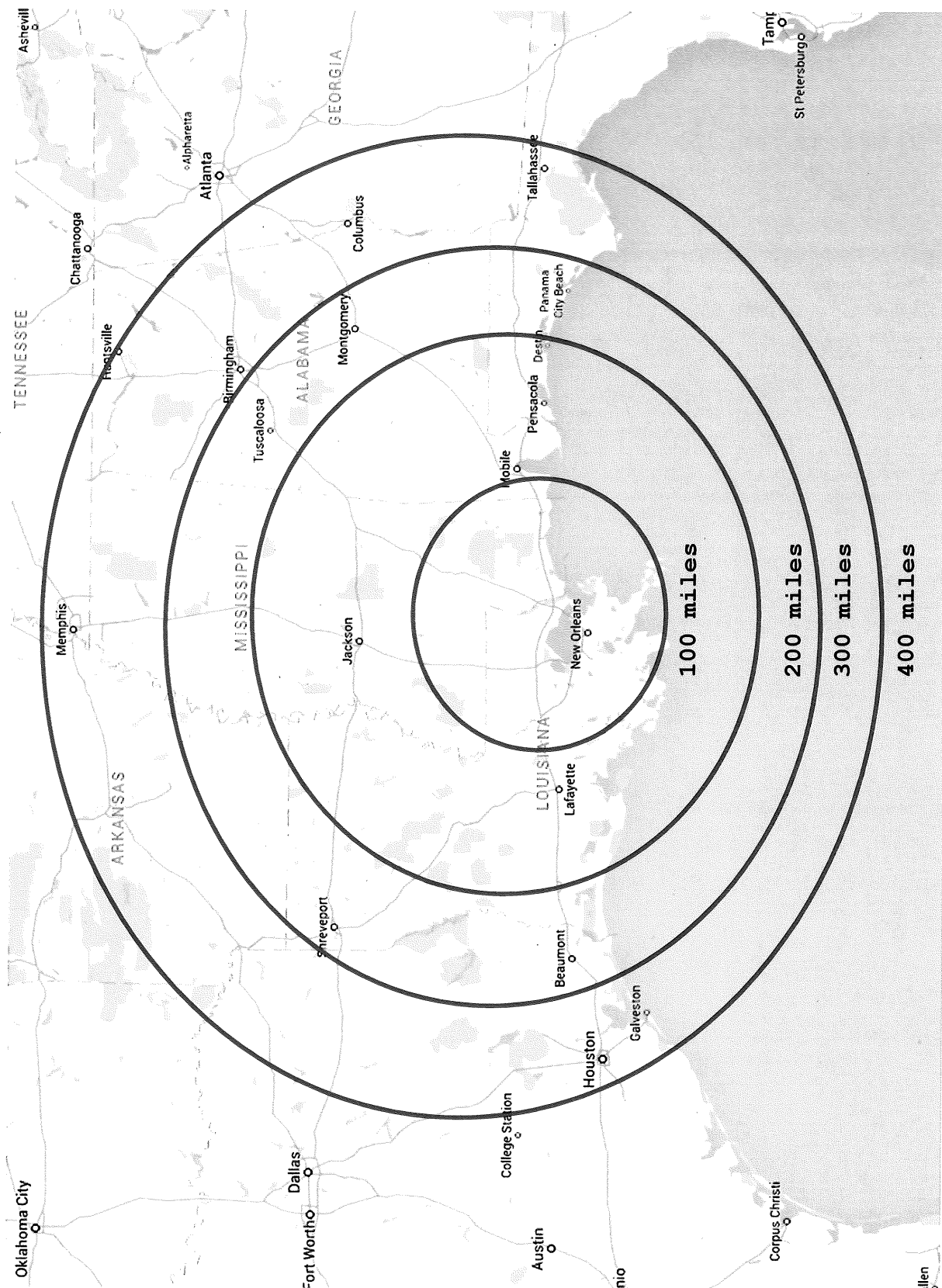
1. I have familiarized myself with the references and assume all duties as a leave approving authority for **YOUR SECTION**, Force Headquarters Group, New Orleans, LA.

X. X. LNAME

Enclosure (1)

Liberty Limits Map

New Orleans, LA



** All liberty limit rings are approximations and are not to be used as definitive distances **